

CITY OF WEST ALLIS  
CITY HALL  
WEST ALLIS, WISCONSIN 53214

Announcing a RECRUITMENT for:

## **PART-TIME CUSTODIAN LIBRARY**

### **APPROXIMATELY 8 HOURS/WEEK -**

**Every other Saturday (year round) 8 hours/split shift (8:00 am – 12:30 pm & 3:00 pm – 6:30 pm)**

**Every other Sunday (October through April) 5.5 hours (12:00 pm – 5:30 pm)**

**Additional fill-in hours as needed during vacations, etc.**

**DUTIES:** This is routine manual work involving the cleaning and minor maintenance of a 47,000 sq. ft. public library and surrounding grounds. Typical duties include: Sets up, dismantles, and moves various types of portable equipment used in the building. Sweeps, vacuums, mops, wet-washes, and strips floors; renews floor finishes. Dusts and washes walls, trim, windows, and furniture. Moves furniture, equipment, and supplies in and around the building. Cleans rest rooms; washes sinks, drinking fountains, toilets, and urinals; replaces disposables such as towels, soap, and toilet paper. Cleans lighting fixtures and replaces lamps. Cleans venetian blinds and shades. May work from pneumatic lift or ladders at times. Collects and disposes of waste paper and refuse. Sweeps and/or shovels snow and debris from stairs and walkways. Performs grounds maintenance duties such as picking up paper and debris and sweeping walkways. Requisitions, stores, and issues custodial supplies. Operates oil/gas fired heating plant; monitors and regulates heating, ventilating, and air conditioning equipment to maintain proper ventilation, temperatures, and humidity control throughout the building. Reports on unusual conditions. Performs deliveries of Library materials to City buildings, the homebound, and other agencies utilizing Library equipment such as a pickup truck. Performs snow removal utilizing Library equipment such as a pickup truck and snow blower. Makes minor repairs with the use of hand tools and reports those conditions which require maintenance, service, or repair to a supervisor; may clean, adjust, and lubricate oil burners, pumps, fans, booklifts, and other similar equipment. Enforces safety requirements and protects the building and grounds from vandalism. Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:** Some knowledge of the methods, materials, and equipment used in general building cleaning and minor maintenance work; some knowledge of occupational hazards and safe work practices; some knowledge of the operation and minor maintenance of heating and ventilating equipment; ability to perform a variety of building cleaning and maintenance tasks; ability to understand and effectively carry out oral and written instructions; ability to establish and maintain effective working relationships with supervisors, employees, and the public; ability to perform manual work requiring average physical strength.

Employees are required to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty.

### **MINIMUM REQUIREMENTS:**

- High school graduate/equivalent.
- One year of recent paid work experience in general building cleaning and maintenance work.
- Possession of a valid Wisconsin Driver's License and good driving record per City policy.
- Ability to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty.
- Possess the physical capacity to perform the duties of the position including, but not limited to, frequent medium and heavy lifting, occasional very heavy lifting, the ability to work from a pneumatic lift or step ladder, and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, push, pull, etc. (Refer to the physical demands and activity tolerances chart listed on the next page.)
- Ability to drive a light truck and maintain continuous high level of mental and physical alertness during snow plowing operations; continuous use of accelerator/brake.

- OVER -

**PHYSICAL DEMAND LEVEL**

Light Lifting	20 lbs occasionally; up to 10 lbs frequently
Medium Lifting	50 lbs. occasionally; 20 lbs. frequently
Heavy Lifting	100 lbs. occasionally; 50 lbs. frequently
Very Heavy Lifting	100 lbs. occasionally

**ACTIVITY TOLERANCES/FREQUENCIES**

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials, and tasks.
- Ability to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes, odors, cleaning products, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust.

**RESIDENCY:** This recruitment is open to all qualified applicants; however, within eighteen (18) months of employment, an appointee must establish residency within the City of West Allis or designated perimeter. [The perimeter for establishing non-residency is south of Highway 60, east of Highway P, south of Highway MM, east of Highway 67, north of Highway LO, east of Highway E, and north of Highway 20. The residence must have a postal address inside of the boundaries or on one (1) of the highways named.]

**SALARY:** The 2013 *resident* hourly rate is \$12.00; the 2013 *perimeter resident* hourly rate is \$11.76.

**EXAMINATION DATA:** The first step in the selection process will be a review and evaluation of application materials to identify those candidates who appear to be better qualified in terms of training, experience, and achievements as these relate to the duties and requirements of the position. To facilitate a fair and accurate evaluation, it is necessary that applicants provide clear and specific information about their qualifications when completing the application materials. A representative number of better qualified applicants will then be further evaluated and rated in an oral examination to assess knowledgeability and personal suitability.

**POST-OFFER DRUG TEST/PHYSICAL EXAM:** Persons offered employment must pass a post-offer drug test as a condition of employment. An appointee must also pass a thorough physical examination prior to appointment. The City of West Allis is an at-will employer. Employment may be terminated at any time for any reason.

**HOW TO APPLY:** Application forms, available online at [www.westalliswi.gov](http://www.westalliswi.gov), or at the Human Resources Division, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and ON FILE NO LATER THAN **5:00 P.M. MONDAY, MAY 6, 2013.**

Visit our website at [www.westalliswi.gov](http://www.westalliswi.gov) for further information on the City of West Allis.

**Please note:** A job interest card may not substitute for the application form.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

04-19-2013

19-13 (R)



# APPLICATION FORM

## ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Division at (414) 302-8270 or e-mail [jbarwick@westalliswi.gov](mailto:jbarwick@westalliswi.gov) at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Division.

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**(APPLICANT MAY RETAIN THIS PAGE)**



Human Resources Division  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

Exam No. \_\_\_\_\_

Telephone: 414-302-8270  
Fax: 414-302-8275  
www.westalliswi.gov

**City of West Allis**  
An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

**IMPORTANT:** READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):  
\_\_\_\_\_

Position applied for \_\_\_\_\_

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Social Security Number \_\_\_\_\_

Other names under which you have been legally known \_\_\_\_\_

Address \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your  
application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) \_\_\_\_\_

### MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? ☐ Yes ☐ No

Branch of Service \_\_\_\_\_ Dates of Duty: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / DD / YYYY MM / DD / YYYY

Per DD Form 214:

Type of Separation \_\_\_\_\_ Character of Service \_\_\_\_\_

Narrative Reason for Separation \_\_\_\_\_

(List and detail individual position(s)/rank(s) held under work history)

**EDUCATION AND TRAINING:**

<p>Do you have a High School Diploma?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Name High School:</p> <p>_____</p> <p>City/State:</p> <p>_____</p>	<p>Do you have a GED?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>From Where:</p> <p>_____</p> <p>City/State:</p> <p>_____</p>	<p><b>If <u>no</u></b> High School Diploma or GED, circle the highest grade or year completed:</p> <p><b>6   7   8   9   10   11   12</b></p> <p>From Where:</p> <p>_____</p> <p>City/State:</p> <p>_____</p>
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Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates.

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**WORK HISTORY:**

**GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS.** Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES			
		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )	
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR		
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)	
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )		
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____		
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR		
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)	
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )		
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____		
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR		
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)	
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )		
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____		
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR		
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)	
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )		
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____		
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR		
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)	
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )		
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____		
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR		
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)	
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME ( _____ HRS. PER _____ )		
		ACTUAL HOURLY RATE/SALARY STARTING                                  ENDING \$ _____ PER _____    \$ _____ PER _____		

**Use a separate sheet to continue with any additional qualifying employment data, using same format as above.**

If you were discharged for cause from any employment, state the details: \_\_\_\_\_

List any equipment, machines, tools, or computer software you are skilled in using.

**VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.**

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge? \_\_\_\_\_

Have you ever been convicted of operating a vehicle while intoxicated (OWI) or any other violations of law excluding minor traffic violations? ☐ Yes ☐ No

If yes, list and detail what you have been convicted of, date and location of conviction, and the penalty imposed: \_\_\_\_\_

**(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)**

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when? \_\_\_\_\_

**CERTIFICATION AND AGREEMENT**

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

**(FOR HR OFFICE USE ONLY)**

Comments: \_\_\_\_\_



## ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer questions below.

Position applied for \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**Completion of this part of the form is voluntary.** The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_  
MM / DD / YYYY

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating \_\_\_\_\_%

Ethnic Group:

- ☐ **Black** (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.
- ☐ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- ☐ **White** (Not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? \_\_\_\_\_

What limitations does this condition impose on major life activities? \_\_\_\_\_

How did you hear about this job? (Please specify where applicable.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service            | <input type="checkbox"/> School _____                          |
| <input type="checkbox"/> Spanish Journal            | <input type="checkbox"/> City Cable Channel     | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website               | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Other Advertisement _____             |
| <input type="checkbox"/> Interest Card              | <input type="checkbox"/> Employee               | <input type="checkbox"/> Other Website _____                   |
| <input type="checkbox"/> Job Hotline                | <input type="checkbox"/> Word of Mouth          | <input type="checkbox"/> Other _____                           |

The above-completed information is true to the best of my knowledge:

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)